



Massachusetts Department of Environmental Protection
Sustainable Materials Recovery Program (SMRP)
Mandatory Proposal Outline for
Waste Reduction and Organics Capacity Projects

MassDEP is accepting proposals for local and regional projects that will reduce the volume and/or toxicity of the municipal solid waste stream or create additional organics processing capacity.

Proposals may only be submitted as part of a grant application filed using the Re-TRAC Connect™ system. During the submittal process the applicant will be prompted to attach the proposal. The deadline to file applications and proposals is 11:59 pm on June 12, 2013. MassDEP will only accept proposals submitted via Re-TRAC Connect™. Paper copies sent by mail or fax or electronic files attached to an email will NOT be accepted.

For more information on the SMRP Program including eligibility criteria, terms and conditions, and a list of eligible Waste Reduction and Organics Capacity Projects, visit <http://www.mass.gov/dep/recycle/recawgr.htm> prior to April 30, 2013, or <http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html> as of April 30, 2013.

Proposals must conform to the format below and include a budget and workplan. Proposals must not exceed 8 pages in length. Resumes of key personnel and letters of support are not included in the 8 page limit.

1. Applicant Name (Name and Title of Person Submitting Proposal, and Name of Organization)

2. Title: Please assign your project a title consisting of 8 words or less.

3. Project Justification/Need: Discuss the problem or need you intend to address through this grant and why the grant is important to your community (or communities). What are the challenges or barriers you are attempting to overcome and how will the project benefit your municipality or the region? Are there any groups that will especially benefit from the project (i.e. limited or non-English speaking residents, multi-family buildings with limited recycling access, etc). Is there a demand for the services being proposed? What are the current unmet needs/gaps in services? What are the inadequacies of the current program, if one exists. Identify any relevant community conditions or assets that will contribute to the success of the project.

4. Project Goals: Describe the project you are proposing in general terms and the amount of MassDEP funds that you are requesting. Discuss what you hope to accomplish with this grant, citing specific goals or desired outcomes (i.e. establish access to monthly HHW collection events for residents, increase recycling participation by 25%, etc).'

5. Work Plan: Describe the major milestones or tasks to be undertaken and target dates at which progress can be measured. Be as specific as possible about the steps involved and identify who will be responsible for each task. Discuss potential challenges or barriers and how those will be resolved. Describe the role of each project partner. Discuss how the project will be sustained after grant funding ends. In addition to the narrative, please include a Task/Timeline table (sample below) that includes major milestones, who will be involved, and the timeframe for completing these tasks.



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Task/Milestone	Who will be involved? (existing staff, consultant, etc)	Start	Completion
Example: <i>Hold 2 regional meetings to identify priorities for multi-community procurement</i>	<i>Municipal manager from each community; host community to schedule and facilitate meetings</i>	<i>Month 1</i>	<i>Month 3</i>
<i>Hire consultant to draft RFP</i>	<i>Lead municipality will issue RFP; group will determine outcome.</i>	<i>Month 2</i>	<i>Month 3</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

6. **Project Evaluation:** Describe how you will evaluate or measure the success of the proposed project. What are the indicators of success? How will you measure the degree to which you've achieved your objectives? If appropriate, discuss baseline data available and data collection methodologies. Don't forget to include the cost of evaluation when developing your budget.

7. **Key Personnel:** Identify the staff person (by name and title) who will serve as the project coordinator and other key personnel such as consultants or subcontractors, if known. Also identify key staff at partner organizations or municipalities if appropriate. Provide a statement of qualifications or resumes for key project personnel as appropriate.

8. **Letters of Support or Interest:** If the project involves other municipalities or partner organizations, you must provide letters of support that indicate their role, their reason for supporting the project, and what resources they will bring to the project (staff time, services, etc.)

9. **Budget:** Prepare your budget using the format below. The budget should identify the items or services for which you are requesting funding from MassDEP ("Cost A" column) including personnel, equipment, capital improvement costs, promotion and outreach, etc. In the "Cost B" column, identify matching funds, including "hard match" (cash or equipment) and "soft match" (in-kind services/existing staff), estimating the value of in-kind services or materials to the best of your ability. At project completion, grantees must provide MassDEP with a detailed final report describing the accomplishments, barriers, costs and lessons learned. Please keep this in mind when developing your budget. Maximum request is \$100,000 for a waste reduction project and \$500,000 for an organics capacity project. Minimum request for all projects is \$10,000.



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MassDEP Grant Proposal Budget			
Expenses Description	Cost A (Request to DEP)	Cost B (Covered by match)	Total Costs (A + B)
Personnel/Professional Services (additional staff, consultants, contractors, engineers)			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
Equipment/Capital Improvements			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
Promotion/Outreach			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
Other (describe)			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
	Total Grant Request (sum of A)	Total Matching Funds (sum of B)	Total Project Budget
	_____	_____	_____

IMPORTANT:

Letters of support are required from each municipality participating in the Waste Reduction or Organics Capacity Project application. Attach letters of support as electronic files during the Re-TRAC Connect™ submittal process.